



GRANTS AND CONTRACTS COMMITTEE

Friday, February 23, 2018

9:00 A.M. – 10:30 A.M.

3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012

MINUTES

The Grants and Contracts Standing Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened Friday, February 23, 2018 at the ADDPC Office, 3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012. Notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present	
Matthew Isiogu, Chairperson, Telephone	Tom Uno, Telephone
Cindy Findley, In Person	John Black, In Person
Monica Cooper, Telephone	

Members Absent	
David Copins	Lori Masseur
Jamie Edgin	

Staff	Guests
Erica McFadden, Executive Director, Telephone	
Lani St. Cyr, Staff	
Marcella Crane, Staff	
Michael Leyva, Staff	

A. Call to Order/Welcome

Chairperson Matthew Isiogu welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Grants and Contracts Committee meeting. The meeting was called to order at 9:02 A.M. Roll call and participant introductions were completed.

B. Minutes from January 19, 2018

Chairperson Matthew Isiogu asked members if they had a chance to review the minutes and if there were any changes. Matthew asked for a motion to accept the minutes as written. Motion was made by Tom Uno; seconded by Cindy Findley. The motion carried.

C. Fiscal/Contract Update

Lani St. Cyr provided a financial update, stating there were very few financial changes from the prior Committee meeting. She highlighted the remaining \$445,631 in FY 2017 funds remaining to be obligated. This amount reflected the obligation of the contracts that were approved in the prior Grants, Executive, and Full Council meetings.

Lani St. Cyr then gave an overview of the current projects funded by the Council and the formatting changes made reflecting the goal areas for each contract. She touched on the new contracts that have been added as well as the Morrison Institute contract to be discussed further on in the agenda. She also explained that the NAU/IHD webinar contract for year two has expired and the year three renewal has been added. Also, the extension for the Sonoran UCEDD Picture of a Life program through December 31, 2017 has been realized and the final report and invoicing has been made. No action was taken on this item.

D. Cochise County RFGA

Matthew Isiogu reminded the Committee of the decision made in the previous meeting to do an internal evaluation of the proposal submitted under the Request for Grant Application (RFGA) "Projects to Support Community Inclusion for People with Developmental Disabilities" focused in Cochise County. He then proceeded to give summary of the Community Options 'Meaningful Day' project.

The project is focused on the city of Douglas and would consist of daily, two hour classes held over a course of 40 weeks, at the public library. It would require the hiring of two part-time Community Integration Counselors to lead classes with approximately 20-30 adults with disabilities and their caregivers. The proposal did a good job of identifying the demographics of the Douglas population and the potential barriers, specifically: a majority Spanish speaking population and transportation. The Committee members also felt there were additional barriers with the time commitment that would be required to participate in the program.

There were further discussions around: the evaluation of the project, the relevance of the curriculum, the library focus, the potential of duplicated services, and the possibility of scaling down the project. From these discussions, it was decided that staff would request further clarification in the following areas:

- Spanish language barrier- determine if the 'Meaningful Day' curriculum is in Spanish or will be translated to accommodate the population. As well as requiring both Community Integration Counselors be bi-lingual.
- Transportation barrier- how vendor plans to overcome getting individuals to the library daily and does their budget accurately cover transportation costs.
- Time/scheduling barrier - how vendor plans to maintain daily class participation over a 40 week timeframe. Would scaling down be an option?
- Clarify the criteria for enrolment- assess the potential for duplication of services.

A motion was made by Cindy Findley to ask for further clarification on the identified items before determining how to proceed with the 'Meaningful Day' project at the next Grants meeting. The motion was seconded by Monica. The motion carried.

E. ASU/Morrison Institute Extension

Matthew Isiogu gave an overview of the extension letter submitted by the Morrison Institute and suggested a modified extension date of June 30, 2018 from the May 15, 2018 proposed in the letter. He would like to see extensions set on a quarterly basis to ease the administrative burden of managing contracts.

Erica McFadden then gave an overview of what has been completed under the contract with regards to the Employment Provider Survey and the change that occurred with participatory budgeting in Cochise County.

The committee decided to extend the contract to June 30, 2018 and to prioritize the completion of the Employment Provider Survey and compiling the results in a final document. The Executive Committee will have further discussions to determine how participatory budgeting could be used with future solicitations. The motion was made by Monica Cooper; seconded by Cindy Findley. The motion carried.

F. Request for Information (RFI) Ad-Hoc

Matthew Isiogu gave an overview of the Request for Information (RFI) process and encouraged discussion on how best to review the 23 proposals received. Council Staff has completed an internal review of the proposals, and while it was first suggested the next review would be done by the Grants Committee, it was recommended that an Ad-Hoc Committee be formed to do a more in depth review of the proposals that were submitted. It would be a large task for the Grants Committee to undertake. There was discussion that there should be representation from all of the other committees on the Ad-Hoc Committee. It was reiterated that no awards would be made from the proposal submitted, but that the proposals would be used to determine future work plan and solicitation ideas.

John Black, Council Chair, offered to be the Chair of the RFI Ad-Hoc Committee and suggested that this item be added to the Full Council Agenda to find members to serve on the committee. Any recommendations to come out of the RFI Ad-Hoc Committee will be sent to the Grants Committee for final review. Monica Cooper made a motion; seconded by Cindy Findley. Motion carried.

G. Grantee Reports Update

Marcella Crane provided a written summary of each of the current funded projects, summarizing the intent of the project, tasks completed to date and areas of concern. The report included the following summaries: Self-Advocacy grantees in their first year include Native American Disability Law Center, Diverse Ability, and Spina Bifida Association of AZ. All three are in their first year. There are two current contracts with NAU/IHD for PBISAz

funded in their final year and a year 3 contract for Webinar Support. The UA/Sonoran UCEDD is in their second year for the Caregiver Roadmap project. Committee members liked the format and asked that the Council Goal be added for each. Grantees are either providing quarterly or bi-annual reports. An addendum for the UA/Sonoran UCEDD Picture of a Life will be provided, as their final report has been received. The project staff is also invited to the next full Council meeting to provide a presentation of the project that ended on December 31, 2017.

H. Adjourn

Chairperson Matthew Isiogu called for a motion to adjourn the meeting. Motion was made by Tom Uno; seconded by Cindy Findley. The motion carried, meeting adjourned at 10:18 AM.